



## **WARREN COUNTY JOB APPLICATION ACCEPTANCE NOTICE**

### **Administrator, Department of Fire Prevention and Building Code Enforcement**

Job Posting: July 2, 2013

Closing Date: August 2, 2013

Warren County is accepting applications from candidates for the position of Administrator of the Department of Fire Prevention and Building Code Enforcement.

#### **Position Duties:**

The Administrator of the Department of Fire Prevention and Building Code Enforcement is charged with heading and administering a Department comprised of three (3) full-time and three (3) part-time Fire Prevention and Building Code Enforcement Officers, and one (1) Secretary/Fire Prevention and Building Code Enforcement Officer. The Department has jurisdiction throughout the County of Warren, except for the Town of Queensbury and City of Glens Falls. The duties and responsibilities of the Department include:

- \$ enforcement of the New York State Uniform Code and the New York State Energy Code;
- \$ construction plan reviews for New York State fire prevention and building code compliance;
- \$ issuing building permits where appropriate;
- \$ conducting all construction inspections;
- \$ issuing certificates of occupancy and completion (when appropriate);
- \$ conducting fire inspections of various public buildings, places of assembly, commercial space and/or professional offices;
- \$ inspecting new installations of solid fuel devices;
- \$ inspecting buildings following a fire;
- \$ inspecting foster homes in conjunction with the Department of Social Services;
- \$ inspecting daycare facilities;
- \$ inspecting county-owned facilities annually; and
- \$ responding to tenant/landlord complaints relative to fire safety issues.

#### **Term:**

The Administrator of the Department of Fire Prevention and Building Code Enforcement is appointed by the County Board of Supervisors and serves at the pleasure of the Board (at-will employment).

#### **Qualifications:**

The ideal candidate will have a working knowledge of the New York State Uniform Code and New York State Energy Code and, preferably, be certified thereunder. In addition, the candidate must have prior administrative experience in a public agency.

Minimum education qualifications include graduation from high school and/or a high school equivalency diploma with at least two (2) years experience in construction cost estimating or construction work or an equivalent combination of both, and:

a) Three (3) years administrative experience in a public agency, and three (3) years supervisory experience in a recognized fire department; or

b) A bachelor's degree in public administration, building construction or related fields and one (1) year administrative experience in a public agency and one (1) year supervisory experience in a recognized fire department; or

c) An associates degree in a related field and four (4) years of experience as described in (a), (b) or (c).

Any candidate interested in applying for this position should have:

- \$ a thorough knowledge of modern practices, principles, materials and tools used in building construction;
- \$ good knowledge of the principles of fire prevention;
- \$ ability to write clear and concise reports and to maintain records in an orderly manner;
- \$ ability to establish and maintain cooperative relationships with other public officials, building contractors and the general public;
- \$ ability to read and interpret plans and specifications;
- \$ ability to be firm, but courteous; and
- \$ honest, integrity, thoroughness, tact and good judgment.

Qualifications are under review and may be amended.

New York Civil Service status:

The position is a non-competitive civil service position.

Salary

Salary will be commensurate with experience. Warren County provides eligible employees with a competitive benefit package.

**TO APPLY**

To apply, please submit a cover letter, resume, completed county application form # (can be found on the Warren County website at <http://www.warrencountyny.gov/civilservice/app.pdf>) and provide two (2) letters of reference relevant to work history and experience to:

County Administrator's Office, Attn: Paul B. Dusek, Warren County Municipal Center, 1340 State Rte. 9, Lake George, New York 12845.

Application deadline is 5 pm. Friday, August 2, 2013.

Warren County is an Equal Opportunity Employer.